

MAVEA Maine Learning Results/Curriculum Integration Project
Student Information System (SIS) – Instructor Help Manual

Record Student Performance Notes – Click Button D

Note: You can enter performance ratings for students without adding notes at all and in this sense this is an optional feature. It is suggested that you really consider the format and content of comments you wish to enter as they become part of a pull down menu that becomes VERY long and currently cannot be edited. **Developing a bank of standard comments is probably a better way to go – see directions for Create Rubrics – Button G below.**

Some instructors use the Performance Observed Notes to reference a specific project or the unit student worked on in relation to the duty area.

Button D – Add/Edit Performance Notes

- ◆ Select Student → Select Duty
- ◆ Today's date will enter automatically. You can highlight and change the date if you wish.
- ◆ Type text you wish to enter or select from the pulldown list of comments you have previously used for this duty area.
- ◆ Check summary, and the comment prints on Student Task Performance Summary report.
- ◆ Check MLR, and the comment prints on Student Performance MLR report.
- ◆ Check neither and comment appears on Student Work Sheet reports only.
- ◆ Click on "Use Rubric Bank" button if you have developed rubrics for Performance Notes. Directions on Entering Rubrics for Performance Notes (Button G) follow.

"View on Reports" Summary and MLR Buttons [see illustration above]

- ◆ On the Student Task Performance Summary Reports – only performance notes checked as "summary" will appear on report.
- ◆ On the Student MLR Summary Reports – only performance notes checked "MLR" appear on the report.
- ◆ Student Task and MLR Performance Worksheets includes all performance notes.

Create Rubrics for Performance Notes – Click Button G

- ◆ The benefit of creating comments here is that they can be edited and become part of the comment pull-down menu (if you select “Use Rubric Bank” button).
- ◆ Select Duty
- ◆ Select a Performance Level and then write generic text statement that describes student progress in a particular Duty Area.
- ◆ You can create as many statements as you want for the duty area.
- ◆ Use pulldown menu to select a different duty.

Add / Edit Rubrics for a Course and Duty		Back To Main Menu
Automotive Technology 1		
Select Duty: D-Safety		
Performance Level	Rubric	
1-Limited Skill - Expo:	Student needs frequent reminders to use personal protective gear such as safety goggles.	
3-Skilled - Meets or E	Student consistently observes safety procedures and protocols	

Screen at Button G – Example of Rubrics for Performance Notes